



AFPC INTERNAL/EXTERNAL ANNOUNCEMENT PROCESS

Overview

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- Types of Announcements
- Finding Jobs
- Responding to Announcements
- Eligibility Status
- How to Submit a Resume
- Resume Checklist
- Resume Review Process

Types of Announcements

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- INTERNAL
 - Open to Air Force civilian permanent employees only
- EXTERNAL
 - Open to those with a valid eligibility status, as stated in the announcement, such as:
 - VRA
 - VEOA
 - 30% Disabled
 - Transfer (from another agency)
 - Reinstatement
 - Handicapped

Types of Announcements

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- INTERNAL and EXTERNAL announcements look similar
- Check carefully to be sure you apply to the right announcement
 - Can be both an internal and external announcement for the same job
- An internal candidate applying to the external announcement for the same job will not be considered.
 - And vice versa.

Finding Jobs

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- Go to
<http://ww2.afpc.randolph.af.mil/resweb/>
 - Click “Search for Jobs”
- Also at this site, sign up for CANS
(Civilian Announcement Notification System)
 - System will email you notification of jobs that meet your criteria

Finding Jobs

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- If you have no access to the internet, you can access the Air Force Job Line (Interactive Voice Response System-IVRS):
 - Internal Employees: 1-800-997-2378 or (210) 527-2378
 - Externals: 1-800-699-4473 or (210) 527-2377
 - TDD: 1-800-382-0893 or (210) 565-2276
- Recommendation: Use the internet, if at all possible, unless you have all day to be on the phone.

Responding to Announcements

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- Go to <https://ww2.afpc.randolph.af.mil/resweb/>
- Find jobs you are interested in
- Self nominate
 - Follow instructions at the site & in the announcement
 - Be sure you get “Self-nomination Confirmation”
 - Page states “You have just self-nominated for the following vacancy announcements:”
 - PRINT this page – just in case
- Check status of your self-nomination later from the same web page.
- Note: Once you have self-nominated, you are not able to view that job announcement again!

Eligibility Status

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- External Candidates **MUST** have an eligibility status under which to self nominate.
 - Not all are valid for specific positions.
- Included as part of the resume building process.
- Enter as many as are applicable -
 - You must meet the eligibility criteria.
- If selected, you must prove your

Eligibility Status

(External)

AFPC



- **For prior/current active duty:**
 - VRA (Veterans Readjustment Act) – valid only for positions GS-11 and below.
 - VEOA (Veterans Employment Opportunities Act) – valid for all grades.
 - 30% Disabled Vet

Eligibility Status (External)

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- **Civilian statuses:**
 - Transfer – If currently employed by another non-AF federal agency.
 - Reinstatement – Prior permanent federal employees within 3 years of separation.
 - Handicapped
 - NAF – Serving on a non-appropriated funds position.
- Plus a number of other less-common statuses

Eligibility Status (External)

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• The following can be used by current AF permanent employees (i.e., Internal) to apply as External candidates:

- Handicapped
- 30% Disabled Vet
- Can help get you referred if not ranked high enough on the Internal roster.

Eligibility Status (External)

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• **The following are, in most cases, not valid eligibility codes for Career Program positions:**

- DEU
- Temp
- Scholar
- STEP
- SCEP
- Excepted

How to Submit a Resume



- External candidates:
 - Go to <https://ww2.afpc.randolph.af.mil/resweb/>
 - Follow instructions in “Air Force Job Kit”
 - Follow link to “Resume Writer”
 - Make sure you have a resume on-line BEFORE self-nominating.
- Resumes are NOT used for Internal referrals.
 - Career Briefs sent to selecting official, not resumes.

Resume Checklist

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- Include ALL acquisition job history
 - Many only include recent experience – Not good!
 - Lower level experience may help with qualifications such as SPO or Acquisition experience.
- Clearly state APDP certifications, and in what functional areas
 - e.g. “APDP Level 2 in Program Management”
 - Goes in “Licenses and Certifications” section
- State if Acquisition Corps qualified

Resume Checklist

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- Clearly identify Program Office experience
 - Identify your responsibility for cost, schedule, performance.
- Clearly state supervisory responsibilities
 - Direct rating supervision
 - Direction of multifunctional teams/IPTs
- Include important training
 - PME
 - DSMC Program Manager's Course

Resume Checklist



- Follow good resume practice in general:
 - Be concise
 - Include enough detail for Career Program reviewer to identify fulfillment of Promotion Plan elements.
- Make sure you have entered all eligibility statuses under which you qualify.

Resume Review Process

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- Internal candidates are scored automatically, ranked and referred – with minimal hand-checking.
- External candidates are scored by individual review of their resumes.

Resume Review Process (PMCP)

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- Check eligibility status
 - If not present or not valid – not referable
- Check for APDP Certification
 - If do not currently possess Level 2 in Program Management – not referable
- Check for program management experience
 - If do not have 12 months at next-lower-grade – not referable

Resume Review Process (PMCP)

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- If Level 3 position - Check for SPO exp.
 - If do not have 24 months - not referrable
- Once minimum requirements are met, score remaining factors per Promotion Plan
 - Acquisition experience
 - Education
 - Supervisory experience
 - Training

Web Sites

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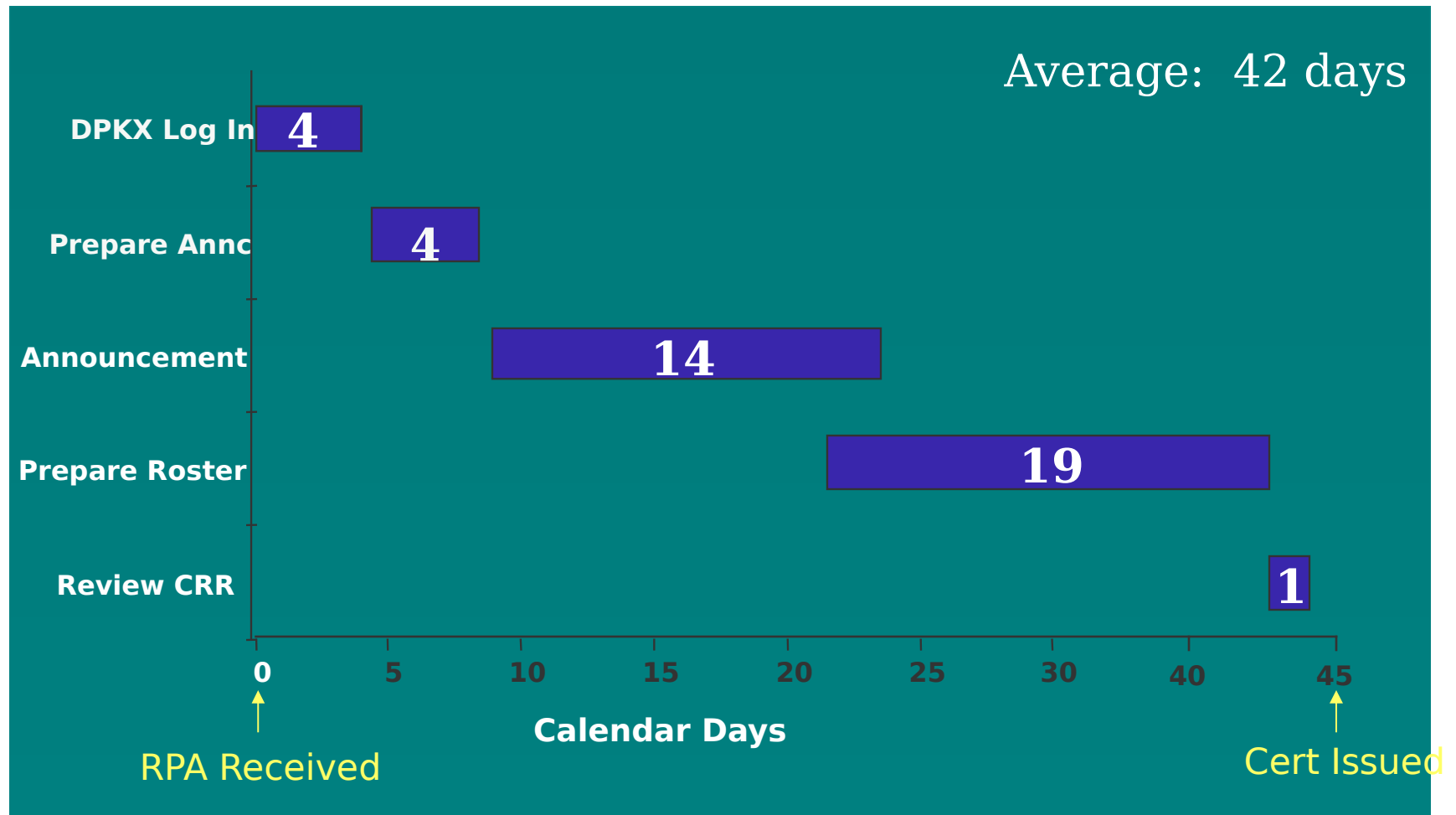
- Your connection to EVERYTHING related to AF employment (both internal and external), CANS, resumes, job kit, self nomination, career programs, etc.:

<https://ww2.afpc.randolph.af.mil/resweb/>

- Guides and Handbooks (not easy to find):
<http://www.afpc.randolph.af.mil/cp/Civmod/CIVMOD-Info.htm>

LCCEP Referral Certificate Timeline

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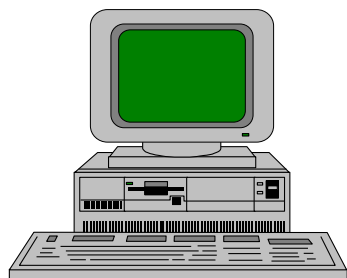




HQ AFPC/DPKCM

555 E Street West Suite 1

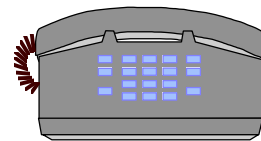
Randolph AFB, TX 78150-4700



e-mail: pmcp@randolph.af.mil

Internet:

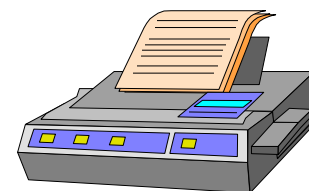
<http://www.afpc.randolph.af.mil/cp/pmcp/>



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4129**

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**DSN 665-2659
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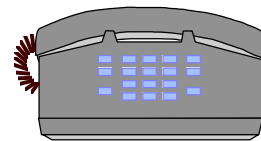
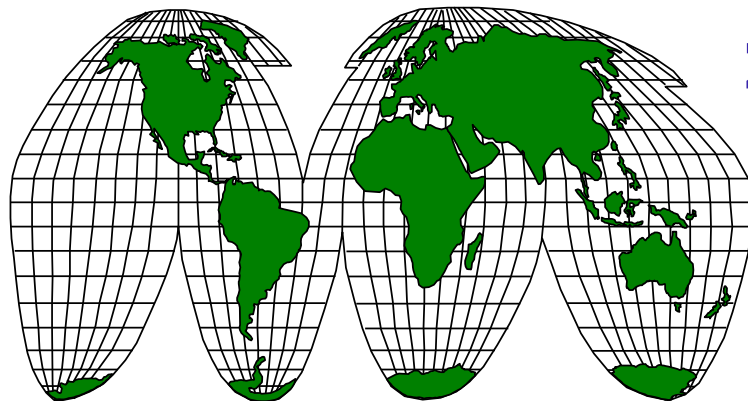
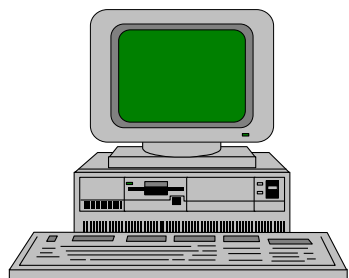


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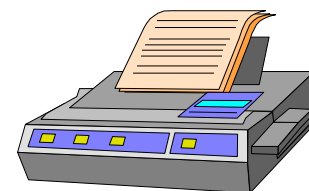
LCCEP



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